



TOWN OF EAST LONGMEADOW, MASSACHUSETTS

**APPLICATION FOR SITE PLAN REVIEW**

(1 original & 6 copies to be submitted to the Planning Board)

APPLICANT: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Owner's Telephone: \_\_\_\_\_ Applicant Telephone: \_\_\_\_\_

Contact Person Name and Telephone Number: \_\_\_\_\_

**PROPOSED USE:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TYPE OF CONSTRUCTION: \_\_\_\_\_

NAME OF ARCHITECT, ENGINEER, OR SURVEYOR: \_\_\_\_\_

\_\_\_\_\_

- I. Location of affected area or premises \_\_\_\_\_  
Street Address \_\_\_\_\_  
Nearest intersection street \_\_\_\_\_  
Direction and distance therefrom \_\_\_\_\_  
Lot Number (if any) \_\_\_\_\_

- II. Present use of the premises \_\_\_\_\_

- III. Description of uses and character of abutting property \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- IV. If any exceptions form existing local codes, ordinances or regulations are necessary, please list here \_\_\_\_\_

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- V. A site plan(s) shall be prepared by a Registered Professional Engineer and/or a Registered Land Surveyor at a scale of 1"=20', or such scale as may be approved by the Board of Appeals, on standard 24" x 36" sheets and continuation on 8 ½" x 11" sheets as necessary for narrative. The site plan shall include:
- a. Name of the project, locus, boundaries, date, and scale of the plan.
  - b. Name and address of the record owner, developer, and seal of the engineer or surveyor.
  - c. Names and addresses of all record owners within three hundred (300) feet of the property line.
  - d. All existing lot lines, easements, rights-of-way, size in acres or square feet, abutting land uses and locations and use of structures within three hundred (300) feet of the site.
  - e. The location and use of all existing and proposed buildings and structures within the site plan, including dimensions and height, and showing exterior entrances, exits and all anticipated future additions or alterations. The requirements of this section will not apply to residential developments.
  - f. Location of all present and proposed private ways, parking areas, driveways, sidewalks, ramps, curbs, fences, buffers for screening purposes, paths, landscaping, lighting fixtures, planting areas, walls, signs, service areas, refuse and other waste disposal containers.
  - g. Location of all present and proposed utility systems including sewage or septic system, water supply system, existing and proposed surface and subsurface drainage systems, telephone, cable and electric lines. Storm drainage system will include existing and proposed drain lines, culverts, drainage swales, catch basins, subdrainage along with soil logs, percolation tests when necessary, and drainage calculations. The applicant shall submit plans to prevent the pollutions of surface or groundwater, erosion of soil, excessive run-off or precipitation, excessive raising or lowering of the water table and flooding of other properties.
  - h. Existing and proposed topography at a two-foot contour interval. Sufficient information to indicate areas in the site and within 50 feet of the site where gravel removal or filling is proposed and the approximate volume in cubic yards. All elevations shall refer to the nearest United States Coast and Geodetic Bench Mark (or National Geodetic Vertical Datum).

- i. A landscape plan showing all existing natural land features, forest coverage and water sources, and all proposed changes to these features. Water sources will include ponds, lakes, brooks, streams, wetlands, floodplains, and drainage retention areas.
- j. Zoning District boundaries within five hundred (500) feet of the site's perimeter shall be drawn and identified on the plan. Floodplain boundaries and the square feet within this district shall be shown.
- k. Existing and proposed business signs and traffic signs located on side and within one hundred (100) feet of the site, and the size, dimension, height, color, and illumination of all signs.
- l. A traffic study to include:
  - 1. Traffic flow patterns within the site, egresses and entrances, loading and unloading areas, and curb cuts on site and within one hundred (100) feet of the site.
  - 2. Traffic impact – the projected number of motor vehicle trips to enter or depart from the site shall be estimated for daily hour and peak hour traffic levels.
  - 3. A projected traffic flow pattern for both vehicular and pedestrian access shall be described and related to the site plan, including vehicular movements at all major intersections likely to be affected by the proposed use of the site.
  - 4. The impact of this traffic upon existing abutting public and private ways in relation to road capacities. Existing and proposed daily hour and peak hour traffic levels will be given and road capacity levels.
  - 5. As a result of subparagraph items 1 through 4 above, the Planning Board may request a plan to implement the improvements needed to provide for the free flow of traffic in areas surrounding the site and identified by the Planning Board as impacted by the proposed uses.
- m. A plan for the control of erosion, dust, and silt, both during and after construction. Such plan shall include all existing and proposed slopes, construction sequencing, temporary and permanent erosion control, and protection of water bodies.
- n. For alterations to any existing or new business/commercial/industrial uses a table containing the following information:
  - 1. Maximum area of building to be used for selling, offices, business,

industrial, or other uses.

2. Maximum number of employees where applicable.

3. Maximum seating capacity where applicable.

4. Number of parking spaces existing or required for the intended use.

Applicant shall comply with all provisions of the Site Plan Review By-law unless cause can be shown why provisions of said by-law should be waved.

The Planning Board shall have the right to waive any of the above items under unique site conditions, or request any additional data it should need to render its decision. A majority vote of the Planning Board would be required to waive any of the site plan items.

VI. The following plans and documents are submitted in support of this application:

<u>COPIES</u>	<u>DRAWING NO.</u>	<u>DESCRIPTION</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VII. a. Has any previous application for Site Plan Review for this use been filed with the Planning Board by the applicant in connection with these premises?

\_\_\_\_\_

b. If so, when? \_\_\_\_\_

c. If so, what action was taken on the application by the Board?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VIII. a. Has any preliminary or definitive plan of subdivision covering all or part of this parcel been submitted to the Planning Board?

\_\_\_\_\_

b. If so, when? \_\_\_\_\_

c. If so, what action was taken on the application by the Board:

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IX. Deed, dated \_\_\_\_\_, Book \_\_\_\_\_, Page \_\_\_\_\_, or  
Certificate of Title No. \_\_\_\_\_, Recorded at Hampden County  
Registry of Deeds  
Record Owner of Property \_\_\_\_\_  
\_\_\_\_\_

**A certified or cashier's check in the amount of \$250.00 payable to the Town of East Longmeadow must accompany this application to defray costs of the public hearing, advertising and recording.**

**Note: Advertising costs will be billed directly to the applicant by the Town or Newspaper.**

I do hereby depose and say that all the above statements as well as the statements contained in all papers filed herewith are true.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
APPLICANT

**Commonwealth of Massachusetts**  
**County of \_\_\_\_\_**

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_,  
the undersigned Notary Public, personally appeared \_\_\_\_\_,  
proved to me through satisfactory evidence of identity, which was/were \_\_\_\_\_

\_\_\_\_\_ to be the person whose name is signed  
on this document who swore or affirmed to me that the contents of the document are  
truthful and accurate to the best of his/her/their knowledge and belief.

\_\_\_\_\_  
Name of Notary

\_\_\_\_\_  
My commission expires:

(Notary Seal)